



U.S. PUBLIC HEALTH SERVICE
Pharmacist Professional Advisory Committee
Department of Health and Human Services

Pharmacist Professional Advisory Council (PharmPAC)
University Points of Contact (UPOC) Policy and Procedure

Authority

The University Points of Contact (UPOC) is a sub-section of the Pharmacist Professional Advisory Council (PharmPAC) Recruitment Section. The UPOC works within the broad scope of HHS OPDIVS to educate and facilitate knowledge of USPHS pharmacist career opportunities, public health issues, and activities of HHS OPDIVs.

Purpose and Scope

To increase awareness of the USPHS Pharmacy Program to all US Schools of Pharmacy through (1) University website links, (2) Career expos, (3) Roundtable and panel discussions, and (4) Other college and PHS activities to educate faculty and students regarding public health, pharmacy practice as it relates to public health and the USPHS, for future USPHS assignments and maintain a working relationship within each university. When requested and where possible, the UPOC program will assist the Office of Commissioned Corps Operations (OCCO) Associate Recruiter Program (ARP) coordinate and maximize pharmacist recruiting efforts.

Enrollment

The following items are recommended:

- Acceptance to the Associates Recruiter Program (ARP).
- Successful completion of the Basic Officer Training Course (BOTC), exemplified by achieving the Commissioned Corps Training Ribbon (CCTR).
- Maintenance of basic readiness if active duty
- Subscribing to the Student Listserve.
- Subscribing to the PHS Listserve.

The applicant will submit an enrollment application (Attachment 1) to the UPOC section lead either on paper or electronically.

Appointment

After review of the enrollment application, an official letter of appointment by the current Category Chief Professional Officer or PharmPAC Chair will be issued. Once appointed, the primary contact will coordinate and direct others in his/her university group. The UPOC will serve an unlimited tenure until the time he/she decides to terminate their appointment or the PharmPAC Chair or designee determines the activity requirements have not been met in a timely manner. If a UPOC terminates his/her appointment, it will be their responsibility to recommend a replacement to the UPOC section lead.

Activity Requirements

If the UPOC cannot perform the listed activities/communications, he/she may coordinate the actions with secondary UPOCs or other USPHS personnel.

- A minimum of two communications per year (PharmPAC year of November 1 to October 31) with university contact and/or Dean of the Pharmacy School. Communication may include, but not limited to (1) Mail, (2) Telephone, (3) E-mail, (4) Site visit(s) including, but not limited to career expos, career days, and professional and award ceremonies.
- Increase accessibility of the UPOC to pharmacy students and faculty through (1) UPOC contact information posted on the PharmPAC website, (2) Conference calls with pharmacy students and faculty, (3) Guidance to pharmacy students in regard to career path options, (4) Preceptorship, (5) Attendance at university activities, (6) Provision of speakers to aid the universities professional activities, (7) Presentation of USPHS student honor awards, and (8) Availability to serve on school of pharmacy professional advisory committees, and (9) Web Accessible Collaborative System (WACS).
- Encourage students to subscribe to the USPHS Student Listserve.
- Establish a relationship between the UPOC initiative and the Office of Commissioned Corps Operations (OCCO) including (1) Junior and Senior COSTEP program, (2) Commissioning of students upon graduation, and (3) Availability of student internship and residency programs.
- Establish a relationship between the UPOC initiative and the ARP including the sharing of contact information along with dispersing of USPHS information to interested applicants.

Reporting Requirement

The Activity Report (attachment 2) or on-line documentation (WACS) will serve as the official monitoring tool of the UPOC. The UPOC section lead will secure the Activity Reports for the Recruitment lead and the PharmPAC Chair.